

APPENDIX I (CONTD)

Sample RTI Application in connection with
Maintenance of Public Parks

To

The Public Information Officers

(Address of the Public Authority)

Sub: Application under the RTI Act, 2005

(A) Name of Applicant

(B) Address of the Applicant (Give address from where you would like to correspond with the PIO)

Sir,

I seek following information on maintenance of parks in _____ area.

- (1) Addresses of all the parks maintained by Horticulture Department in this area.
- (2) (a) Existing strength of employees at each level from Mali to the level of Director in the Horticulture Department.
(b) Duties of these employees.
(c) Name and responsibility of Supervisory Officer(s) in parks of this area along with their daily/ weekly certified copy of report about the status of completion of duties by lower staff.
- (3) Yearly budget of the Horticulture Dept broken down in Salaries, transportation, purchases and other details for the financial year _____ to _____.
- (4) Details of works carried out on these parks during the period _____ to _____ alongwith amount spent against each work broken down in salaries, transportation, purchases and other details.

I have submitted initial Application fee of Rs. 10/- vide IPO/Challan/DD No. _____.

Thanking you.

Signature: _____

Name: _____

Postal Address: _____

Date: _____

Enclosed:

IPO/Challan/DD No. _____

Also, as per the provisions of the RTI Act, 2005 please provide the details (name and designation) of the first appellate authority with respect to your department with the reply to the above request, where I may, if required file my first appeal.

Thanking you.

Date: _____

Enclosed:

IPO/Challan/DD No. _____

Signature: _____

Name: _____

Postal Address: _____

APPENDIX

Sample
Maintainance

To
The Public
Address

(A) Name
(B) Address

Sir,

I seek for

- (1) Address
- (2) (a) E
H
(b) D
(c) N
w
- (3) Yearly
other
- (4) Detail
along
other

I have
Thanking

Date: _____

Enclosed:
IPO/Challan